

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, AUGUST 22, 2016 @ 7:00 P.M.**

1. PRAYER

Mayor MacEachern called upon Pastor Carlos Concepcion to administer a prayer.

2. RECORDING OF ATTENDANCE

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Harding (left the meeting at 7:20 p.m.), Wheaton, Hyslop, Chisholm, and Parker; Chief Administrative Officer Derek O'Brien; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Hyslop  
Seconded by Deputy Mayor Carr

**206/16** **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

Mayor MacEachern proclaimed the week of September 17 – 25, 2016 as National Coaches Week:

**WHEREAS**, Coaches across Canada dedicate their time and energy to supporting athletes on and off the field of play;

**WHEREAS**, Coaches in New Brunswick are integral to the success of the sport system;

**WHEREAS**, New Brunswick has more than 8,000 coaches, most of whom are volunteers;

**WHEREAS**, St. Stephen boasts significant athletic talent in a variety of sports and that this is the result of a large number of dedicated and talented volunteer coaches;

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**WHEREAS**, National Coaches Week will focus on putting a spotlight on coaches and will give this largely volunteer, integral part of Canadian sport, a thanks.

**NOW THEREFORE BE IT RESOLVED THAT** I, Allan MacEachern, Mayor of the Town of St. Stephen, do hereby proclaim September 17<sup>th</sup> to 25<sup>th</sup>, 2016 to be National Coaches Week, and a special thanks to the many coaches for their tremendous positive impact in our community.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor Harding  
Seconded by Councillor Parker

**207/16** **THAT** the Minutes of the Regular Council meeting held on July 25, 2016 be approved as circulated. **CARRIED**

**PUBLIC HEARING OF OBJECTIONS/SUPPORT – 27 ELM STREET**

Moved by Councillor Hyslop  
Seconded by Councillor Chisholm

**208/16** **THAT** the Minutes of the Public Hearing of Objections/Support with respect to the property known as PID # 01295799 (27 Elm Street) held on August 17, 2016 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

**209/16** **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to June 30, 2016 be received. **CARRIED**

**PAID BILLS**

Moved by Deputy Mayor Carr  
Seconded by Councillor Chisholm

**210/16** **THAT** the paid bills in the amount of \$1,183,812.37 (one million, one hundred and eighty-three thousand, eight hundred and twelve dollars and thirty- seven cents be received. **CARRIED**

9. COMMUNICATIONS

**COMMUNICATION FOR INFORMATION FILE**

Moved by Councillor Hyslop  
Seconded by Councillor Harding

**211/16 THAT** Communication for Information, note and file, be adopted. **CARRIED**

**COMMUNICATION FOR ACTION**

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

**COMMITTEES MEETING**

Moved by Councillor Parker  
Seconded by Councillor Hyslop

**212/16 THAT** the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on August 10, 2016 be approved as circulated. **CARRIED**

**COMMITTEE OF COUNCIL MEETING**

Moved by Deputy Mayor Carr  
Seconded by Councillor Hyslop

**213/16 THAT** the Minutes of the Committee of Council meeting held on August 17, 2016 be approved as circulated. **CARRIED**

11. STAFF REPORTS

**STAFF REPORTS**

Moved by Councillor Harding  
Seconded by Councillor Wheaton

**214/16 THAT** the following staff reports for the month of July 2016 be adopted: Chief Administrative Officer; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and the Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

**BY-LAW NO. M-1.3 - "A BY-LAW TO AMEND BY-LAW NO. M-1, BEING THE TOWN OF ST. STEPHEN MUNICIPAL PLAN BY-LAW" – SECOND READING – READING IN ITS ENTIRETY**

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

215/16 **THAT** By-Law No. M-1.3 – "A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law" – be given Second Reading – Reading in its Entirety. **CARRIED**

Councillor Wheaton chose to abstain from voting on the above-noted motion as she was out-of-province and unable to attend the Public Hearing of Objections/Support held on August 17, 2016.

**BY-LAW NO. Z-1.5 - "A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW" – SECOND READING – READING IN ITS ENTIRETY**

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

216/16 **THAT** By-Law No. Z-1.5 – "A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law" – be given Second Reading – Reading in its Entirety. **CARRIED**

Councillor Wheaton chose to abstain from voting on the above-noted motion as she was out-of-province and unable to attend the Public Hearing of Objections/Support held on August 17, 2016.

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor Harding

Seconded by Councillor Parker

217/16 **THAT** the Royal Canadian Mounted Police July 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**TOWN GRANT - CHARLOTTE COUNTY HOSPITAL FOUNDATION INC.**

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

218/16 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$1,000.00 (one thousand dollars) to the Charlotte County Hospital Foundation Inc. which represents sponsorship at the "Bronze" level for the fundraising "Radio-thon" to be held on October 6, 2016. **CARRIED**

**TOWN OF ST. STEPHEN – PROPOSED FIVE YEAR PLAN 2017 – 2021 –  
DESIGNATED HIGHWAY PROGRAM**

Moved by Councillor Hyslop  
Seconded by Councillor Wheaton

- 219/16 **THAT** the Council of the Town of St. Stephen approves the attached Proposed Five Year Plan 2017 – 2021 Designated Highway Program and submits same to the Department of Transportation and Infrastructure to assist the Department in considering request in preparation for the budget process. **CARRIED**

**AWARDING OF TENDER: STREET IMPROVEMENTS 2016 – MILLTOWN  
BOULEVARD (CHURCH STREET TO HILL STREET) - DILLON PROJECT NO.  
16-4127 AND NBDTI PROJECT NO. 16-D084**

Moved by Councillor Hyslop  
Seconded by Councillor Wheaton

- 220/16 **THAT** of the five (5) tenders received, the low tender of \$365,267.00 (three hundred and sixty-five thousand, two hundred and sixty-seven dollars), including HST, from Classic Construction Ltd. of Saint John, NB, for street improvements on Milltown Boulevard to consist of the addition/replacement of concrete curb and gutter on each of the streets between Church Street and Hill Street (approximately 440 meters) complete with site restoration be accepted.

**AND THAT** the Town's unbudgeted portion of this tender which includes sidewalks at an estimated tendered cost of \$5,232.50 (five thousand, two hundred and thirty-two dollars and fifty cents), including HST, be accepted. **CARRIED**

**PURCHASE AND SALE – 2 KING STREET**

Moved by Deputy Mayor Carr  
Seconded by Councillor Harding

- 221/16 **WHEREAS** the Council of the Town of St. Stephen, at its Regular Session on April 25, 2016, declared Town-owned property located at 2 King Street and identified as PID # 15010341 to be surplus property and directed the Chief Administrative Officer to send out a Request for Proposals for the sale of the building and property;

**AND WHEREAS** the Town has received and accepts the proposal from 600633 NB Ltd. in the form presented to Council;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen directs the Chief Administrative Officer to request the Town Solicitor prepare a Purchase and Sale Agreement for approval at a future meeting.

**CARRIED**

**REGIONAL DEVELOPMENT CORPORATION PROJECT NO. 9191 – TOWN OF ST. STEPHEN – IMPROVEMENTS**

Moved by Councillor Harding

Seconded by Councillor Hyslop

- 222/16** **THAT** the Council of the Town of St. Stephen accepts a financial offer up to \$100,000.00 (one hundred thousand dollars) from the Regional Development Corporation for improvements at the Train Station, and authorizes the Mayor and Town Clerk to sign the acceptance letter dated June 21, 2016 in the form presented to Council. **CARRIED**

**GARCELON CIVIC CENTER – ACCOUNTS RECEIVABLE**

Moved by Councillor Chisholm

Seconded by Councillor Harding

- 223/16** **THAT** the Council of the Town of St. Stephen approves the necessary adjustments to the Accounts Receivable at the Garcelon Civic Center to correct the errors and omissions generated by the facility software program in the amount of \$19,359.33 (nineteen thousand, three hundred and fifty-nine dollars and thirty-three cents) for the 2015 fiscal year. **CARRIED**

**GARCELON CIVIC CENTER – STUDENT CUSTOMER SERVICE ATTENDANTS - JOB RECOMMENDATIONS**

Moved by Councillor Chisholm

Seconded by Councillor Wheaton

- 224/16** **THAT** Joel Peters and Madeline Sheppard be offered the positions of Student Customer Service Attendants for the Garcelon Civic Center effective August 23, 2016. **CARRIED**

**FORMER TOWN HALL – REQUEST FOR OPTION**

Moved by Deputy Mayor Carr  
Seconded by Councillor Parker

225/16

**THAT** the Council of the Town of St. Stephen grants the request contained in the letter of offer from Heritage Developments Limited regarding the purchase and sale of the former Town Hall building located at 34 Milltown Boulevard, a copy of which letter is attached hereto, and grants Heritage Developments Limited a 30-day due diligence option period to carry out such activities outlined in its letter.

**AND THAT** in the event that Heritage Developments Limited is satisfied with the results of its due diligence, Council directs the Chief Administrative Officer to negotiate an agreement of Purchase and Sale with Heritage Developments Limited, the terms and conditions of such agreement to be considered and approved by the Council for the Town at a future meeting. **CARRIED**

Deputy Mayor Carr voting in favour of the motion.  
Councillor Wheaton voting in favour of the motion.  
Councillor Hyslop voting in favour of the motion.  
Councillor Chisholm voting in favour of the motion.  
Councillor Parker voting in favour of the motion.  
Councillor Harding voting against the motion.

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Councillor Harding**

- Attended the NB Day ceremony and commended Councillor Wheaton and the Chief Administrative Officer for their dedicated work in making the day a great success.
- Attended Woody's Bar-B-Q open house.
- Attended all Town meetings.

**Deputy Mayor Carr**

- Attended all Town meetings.
- Unable to attend the monthly Business Improvement Area (BIA) meeting.
- Attended two (2) Provincial funding announcements.
- Attended the NB Day ceremony.
- Attended a Union of Municipalities of New Brunswick (UMNB) Zone 4 meeting in Blacks Harbour.
- Attended Woody's Bar-B-Q open house.
- Attended a Trails meeting.
- Attended the St. Stephen Irving – Circle K grand opening.

Councillor Hyslop

- Attended the NB Day ceremony and commended Councillor Wheaton and the Chief Administrative Officer for their dedicated work in making the day a great success.
- Attended Woody's Bar-B-Q open house.
- Pleased to sit on the Charlotte County Museum board and stated the museum will be closing soon for the season.
- Attended all Town meetings.

Councillor Wheaton

- Pleased that the NB Day ceremony was a great success and stated that people were surprised at how well the Chief Administrative Officer speaks French.
- Attended the Southwest NB Transit Authority Inc. AGM and busy reading a lot of information.
- Attended the St. Stephen Irving – Circle K grand opening.
- Attended the fundraiser "Fly-in" at the Giddens Memorial Airport.
- Attended a Union of Municipalities of New Brunswick (UMNB) Zone 4 meeting in Blacks Harbour.
- Attended the grand opening of the Visitor Information Centre.

Councillor Parker

- Attended the NB Day ceremony and commended Councillor Wheaton and the Chief Administrative Officer for their dedicated work in making the day a great success.
- Attended several grand openings of new businesses.
- Attended all Town meetings.

Councillor Chisholm

- Attended the NB Day ceremony and commended Councillor Wheaton and the Chief Administrative Officer for their dedicated work in making the day a great success.
- Stated the International Festival Committee has some new ideas for next year.
- Attended all Town meetings.
- Attended the St. Stephen Irving – Circle K grand opening.

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Mayor MacEachern

- Attended the NB Day ceremony and commended Councillor Wheaton, the Chief Administrative Officer, and the many volunteers for their dedicated work in making the day a great success.
- Attended Woody's Bar-B-Q open house.
- Participated in the opening ceremony on the Ferry Point Bridge of the International Festival, and was pleased to see former Councillor Jim Maxwell in attendance.
- Pleased to see and hear all the excitement during the International Festival Parade.
- Acted as the Master of Ceremonies at the grand opening of the Visitor Information Centre.
- Pleased with the large attendance at the Lumberjack Championship as part of the Chocolate Fest.
- Attend weekly Future St. Stephen meetings.

16. QUESTION PERIOD


Questions/comments from Kathy Bockus, reporter with the *Saint Croix Courier*, and Derwin Gowan, reporter with the *Telegraph-Journal*, were addressed by the Mayor and Chief Administrative Officer upon adjournment of the meeting.

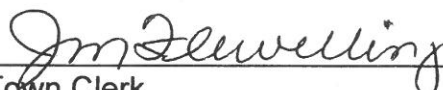
17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Parker  
Seconded by Deputy Mayor Carr

226/16 **THAT** the meeting adjourn at 7:30 p.m. **CARRIED**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Clerk

**TOWN OF ST. STEPHEN**

**DESIGNATED HIGHWAYS**  
**FIVE YEAR PRIORITIES**

**Year 2017**

Curb & Gutter - Milltown Blvd., both sides  
Church St. to Milltown Customs - 640 meters  
Street parking to change to parallel \$400,000

**Year 2018**

Curb & Gutter - Milltown Blvd., both sides  
Boundary St. to Hill St. - 840 meters \$495,000

**Year 2019**

Mill & Seal - Milltown Blvd., Watson St. to Civic # 267  
- 350 Meters \$120,000  
Seal - Milltown Blvd., Civic # 267 to Milltown Customs  
- 2550 Meters \$550,000

**Year 2020**

Mill & Seal - Church Street - Milltown Blvd. to Railway  
Curb - Queensway to Railway, north side  
Curb - Brewers Lane to Railway, south side  
Add storm sewer where needed for adequate drainage. \$940,000

**Year 2021**

Curb - Pleasant St. - Milltown Blvd. to Spring St., north side  
- 280 meters  
Curb - Pleasant St. - Spring St. to Town limit, both sides  
- 1520 meters  
Storm sewer (as required) - Spring St. to Town limit  
- 1520 meters \$1,850,000